

Northwestern | Kellogg

Club & Conference Sponsorship Resources:

Process for Invoicing Committed Sponsors

1

Confirm sponsorship amount and benefits with company.

Work with CP before outreach or confirmation. We can help supply resources, templates, contacts and best practices.

2

Email CP Office with required information.

- **Company Name & Address:**
- **Invoice Contact Name:**
- **Contact Email:**
- **Club/Conference Name:**
- **Event Name:**
- **Event Date:**
- **Sponsorship Amount:**
- **Other Clubs to Split Allocation?**

***Please remember to notify speakernotice@kellogg.northwestern.edu if applicable**

3

CP Office will Invoice company and cc student lead.

CP accepts payments by credit card (Visa/Master/Discover AE), check, wire transfer and ACH. Refer any invoice questions to CP.

4

CP will track payment and will record and transfer funds into SOFO account.

Once funds are received, it may take up to two weeks to see the sponsor funds posted into your account.

Other Important Notes:

- If the event is co-hosted by two clubs, please cc the club representative from the other club in your email.
- Do not have checks sent to your address or accept any credit card numbers from the sponsors. Payments should be sent to the CP office to be processed and acknowledged by the University as a gift to the school.
- CP monitors the open invoices and sends open invoice reminders to the companies at the beginning of each quarter. If you know that a club event or a conference sponsorship was cancelled and the sponsor will not be paying, please relay this information to CP.

More questions about sponsorships?

Contact Corporate Partnerships:

- Allison.welton@kellogg.northwestern.edu
- Corporatepartnerships@kellogg.northwestern.edu

Questions about your SOFO Account?

Contact Finance Office:

- jenna.honeywell@kellogg.northwestern.edu